

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: CLERICAL POOL II

POSITION LOCATION: ASDB

POSITION REPORTS TO: Administrative Secretary II

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS:

High School diploma or GED equivalent; typing skills of 35 WPM and office experience.

PREFERRED QUALIFICATIONS:

Word processing experience or training. Receptionist experience. American Sign Language skills.

MAJOR DUTIES AND RESPONSIBILITIES:

Assist in the timely and efficient completion of various clerical duties. Assist in the maintenance of required records by accurate completion of simple document proofing, copying, mail sorting and distribution, data entry, recording, assigned filing, answering phones and limited typing. Other related duties as assigned.

KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of office machine operation, clerical office procedures, filing systems, and basic mathematics. Skilled in English usage and spelling. Skilled in answering phones. Skill in copying, filing, sorting and distributing mail. Skill in checking documents for accuracy and completeness of specific entries and in recording simple data.